

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 007-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: Public Health Administrative Management Specialist
(Agreements), FSN-10
THIS IS A TERM POSITION FOR ONE YEAR ONLY

OPENING DATE: January 23, 2015

CLOSING DATE: February 11, 2015

WORK HOURS: Full-time; 40 hours/ week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN-10)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-00)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Public Health Administrative Management Specialist (Agreements). The position is located in the Centers for Disease Control and Prevention (CDC) Section and reports to the Centers for Disease Control and Prevention Program Operations Assistant.

BASIC FUNCTION OF POSITION:

Job holder is a Senior Specialist responsible for oversight at the post level of the administrative aspects of the agency's cooperative agreements portfolio. Job holder's administrative role extends throughout the life cycle of the implementing instrument, beginning with funding proposal preparation, initial award and carrying through to close-out. These administrative functions provide the infrastructure for effective and coordinated implementation, monitoring and overall administrative management of the Centers for Disease Control and Prevention (CDC) public health programmatic activities carried out by implementing partners in country. Also, please see appendix C below.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. THIS IS A TERM POSITION FOR ONE YEAR ONLY.

- 1. Education:** Bachelor's degree or host country equivalent in public administration, business administration, management, accounting, finance, public health or international development is required.
- 2. Experience:** Five years of progressively responsible administrative management experience in a public health or international development program that includes administrative management of acquisitions, grants, contracts or cooperative agreement documentation and reporting, files management and exposure to external clients is required.
- 3. English Ability:** Level IV (fluency - speaking/reading/writing) in English is required. Level III (fluency - speaking/reading/writing) in Krio is required. English level will be tested.
- 4. Other Criteria:** A detailed knowledge of overall management principles, guidelines and procedures related to the administration of cooperative agreements, as well as related audit and accounting requirements, is required. The job holder must also have a detailed knowledge of the host country operational environment, including a good understanding of host government laws and regulations regarding public health-related implementing agreements.
- 5. Other Skills:** Good communication skills, both oral and written, are required, to include ability to write clear and concise documents, reports, program and policy guidelines and ability to deliver oral presentations on programmatic matters.
- 6. Interpersonal skills:** Must possess excellent inter-personal skills are required in order to coordinate with USG colleagues and implementing/cooperating partners to ensure mutual cooperation.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO:

The Human Resources Section
(Application for Public Health Administrative Management Specialist (Agreements))
Embassy of the United States of America

Southridge, Hill Station
Freetown
FAX: 076/022-515-075

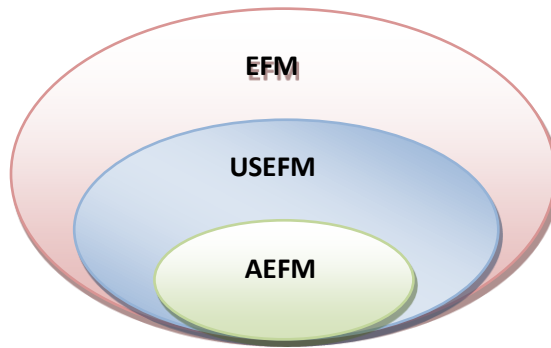
POINT OF CONTACT:
Human Resources Section: 076-515-000

CLOSING DATE FOR THIS POSITION: February 11, 2015

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
- Is not a citizen of the host country; and
 - Does not ordinarily reside (OR, see below) in the host country; and
 - Is not subject to host country employment and tax laws; and
 - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

APPENDIX C

COMPLETE JOB DESCRIPTION - PUBLIC HEALTH ADMINISTRATIVE MANAGEMENT SPECIALIST (AGREEMENTS)

Job holder is a Senior Specialist responsible for oversight at the post level of the administrative aspects of the agency's cooperative agreements portfolio. Job holder's administrative role extends throughout the life cycle of the implementing instrument, beginning with funding proposal preparation, initial award and carrying through to close-out. These administrative functions provide the infrastructure for effective and coordinated implementation, monitoring and overall administrative management of the Centers for Disease Control and Prevention (CDC) public health programmatic activities carried out by implementing partners in country. Job holder serves as a key advisor to the Country Director and Deputy Director and the Program Operations Assistant on cooperative agreement issues such as reporting compliance and funding accountability. Job holder serves as the liaison between agency headquarters procurement officials and program managers and works closely with agency technical staff, senior staff of other agencies as well as senior managers of collaborating partners on cooperative agreement execution issues

Management of Administrative Activities for Cooperative Agreements 50%

Job holder is the agency Administrative Specialist for cooperative agreements and the liaison with the agency headquarters' grants and acquisition office on technical reviews and funding awards. This role requires that the job holder be thoroughly acquainted with the purpose, terms, conditions and the respective roles and responsibilities of the recipient, the program manager and the Contracting Officer's Representative (COR) or Agreements Officer's Technical Representative (AOTR). Job holder's portfolio includes approximately \$16 million(USD) in grants, contracts and cooperative agreements with an annual portfolio value of approximately \$50 million (USD).

In this capacity:

a) As the knowledgeable source of both the administrative aspects of cooperative agreements management at post and host country and USG policies and procedures, job holder coordinates within a team concept with agency deputies, team leads, public health specialists and implementing/cooperating partners to make sure that programs are conducted according to the terms and conditions in the notice of award and that USG funds are appropriately utilized.

b) Job holder works closely with program managers and program activity liaisons on quarterly monitoring activities, supplemental awards reviews, and requests for extensions. Job holder provides advice as needed to the agency director, team leads, section heads, program managers and implementing partners on all aspects of cooperative agreement management and reporting. For senior agency officials, job holder provides advice on the soundness of administrative controls contained in a proposal, procedural correctness of any

modifications to the implementing agreement, the provision or withholding of funds, and whether to discontinue an activity to contractors/ grantees that fail to meet program requirements.

Job holder provides detailed procedural advice and guidance to other members of the administrative management team on how to coordinate the review of all applications, supplemental awards, requests for extensions and funding for technical and budget soundness. Job holder provides suggestions, to implementing partners, on how to develop financial controls, quarterly and annual budget plans for the project and how to adhere to reporting requirements. Job holder develops solutions with implementing partners and program managers for resolution of recordkeeping discrepancies.

c) Job holder serves as the principal administrative liaison with the agency headquarters grants and acquisitions office to ensure all necessary documents are complete and submitted in a timely manner. Job holder closely tracks reports on supported cooperative agreement activities (quarterly reports, continuation applications, supplemental applications, and financial status reports).

d) Job holder provides written recommendations to the agency headquarters grants office, the program manager and the COR/ AOTR when any changes to the program description, technical provisions and/or any other term or condition of the award are necessary, along with a justification for the proposed action.

Records Management of Implementing Agreements 30%

a) Serves as the central source responsible for the management of an electronic or paper records system that accounts for the at-post receipt and location of all grants, contracts and cooperative agreement files. The records system criteria is to store retrievable reporting/audit quality cooperative agreement files, including Funding Opportunity Announcements (FOA's), applications, technical and budget reviews of the applications, awards, financial and programmatic reports, re-programming requests and other supplemental documentation associated with the cooperative agreement process from initial award to close out of each agreement.

b) Ensures that systems are in place and maintained that provide timely notification of appropriate agency and partner staff of deadlines for FOA, deadlines for interested parties to file applications in response to the FOA, partner continuation requests and required partner financial reports and funding mechanisms. Together with agency headquarters and other program staff, prepares monthly and annual calendars of actions related to the administrative management of the implementing instruments including providing site visit schedules, routine trainings for staff and grantees, setting deadlines for important actions necessary for grants management (continuing applications, FOAs, supplements) and other date sensitive elements.

c) Verifies that all documents related to assigned cooperative agreements are complete and submitted to the requiring offices in appropriate and in acceptable audit records management format. Job holder develops guidelines and recommendations for cooperative agreement recipients regarding administrative aspects of implementation, reporting and administration of the various cooperative agreements.

Interagency Coordination

20%

Incumbent serves on selected inter-agency technical working groups to be carried out through cooperative agreements, contracts or partnership frameworks. The incumbent's presence and participation in these working groups is crucial in that recommendations from the technical working groups play a key role in the development of the overall Ebola and other related disease response programs in country.

The working groups include interested parties from among USG implementing agencies (Departments of State, Defense, Labor, Commerce, and Health and Human Services, including Centers for Disease Control and Prevention, National Institutes of Health, Substance Abuse and Mental Health Services Administration, Food and Drug Administration, and Peace Corps), host country government officials, and collaborating agencies and organizations.

Directly provides input into the interagency partner portfolio reviews by maintaining program management tools to allocate and track resources provided to in-country partners. Provides input to USG staff during initial discussions regarding potential administrative initiatives and guidance that will increase reporting accuracy and timeliness.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**